

COLLABORATION: INTEGRATING GEAR UP INTO THE SCHOOL DAY

- I. Recognize that one person can't do it all.
- II. Be proactive; anticipate.
- III. Begin with the end in mind.
- IV. Have clear goals and objectives (i.e. GEAR UP Career and College Benchmarks, school improvement plan, etc.); make what you do relevant and helpful.
- V. Know your school's curriculum. Get a syllabus, meet with the teachers, ask the kids "what are you learning about", read the text books or novels that your students are reading, volunteer in the classroom. Take what you learn and build on it.
- VI. Be visible and involved. Make yourself part of the staff, get involved on a community board, attend a training, etc.
- VII. Build relationships; reciprocity. Get to know the teachers and other stakeholders. Gain an understanding of what they have to offer your GEAR UP students, as well as an understanding of what GEAR UP can offer to their programming/goals.
- VIII. Be aware of available resources. Have an understanding of what other programs, grants, community organizations are doing and what the purpose and goals of their work are.
- IX. If you don't have your own team, build one.
- X. Have a variety of resources; don't draw on the same folks repeatedly. Feel people out and recognize when to back off.
- XI. Offer up whatever you can—guest speakers, free professional development, utilization of your organization/planning skills, a listening ear, meeting space. Oftentimes if you become a part of curriculum/activity planning you can incorporate GEAR UP goals/objectives into the project simply because you are there and doing some of the work.
- XII. Don't be afraid to ask for what you need (help, money, etc.)
- XIII. Be creative, but don't reinvent the wheel. And don't be shy about stealing other peoples' ideas. Take what has already been done, adjust it to fit the needs of your students and district, implement.
- XIV. Don't be afraid to piggy-back on events.
- XV. Be organized. Make the events/engagement a valuable use of classroom and/or stakeholder time.
- XVI. Over-communicate.
- XVII. Be persistent, but don't be pushy.
- XVIII. Check your ego. The stakeholder/teacher is the expert—we are there for support, to offer enrichment, to set up additional opportunities for the students, emphasize common goals and anticipated outcomes.
- XIX. Always say thank you, and if you can give back, do. Such as recognition in the paper, thank you cards from students, lunch, a positive email to their supervisor, a statement in the school announcements, etc.
- XX. Know that this is not a "check the box" approach. The goal is to work smarter not harder, and most importantly to produce a valuable product/experience for our students. Know that collaboration takes a great deal of work at the onset, however, once relationships are established, the payoff is immeasurable.